

**SUMMARY OF THE  
FIELD MEASUREMENTS AD HOC COMMITTEE MEETING  
AUGUST 24, 1999**

The Field Measurements Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday, August 24, 1999, from 1 to 2:30 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Barton Simmons of the California Environmental Protection Agency (CA/EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to review items considered since the July 26, 1999 meeting by teleconference and to consider new business items.*

**STATUS OF ACTION ITEMS FROM THE JULY 26, 1999 MEETING**

Dr. Simmons opened the meeting at 1:05 p.m. Progress on action items from the July 26, 1999 meeting was discussed.

**Field Activities Standard: Appendix A**

Mr. John Hosenfeld and Mr. Dan Bivins reported that work on the Field Activities Standard Appendix A "Accreditation and Qualification for the Measurement of Source Emissions" is on schedule. Over the next 2 weeks, draft copies of Appendix A chapters will be distributed to committee members for study and review. Other NELAC standards are being consulted to ensure agreement and avoid redundancy. The goal is to have Appendix A drafts submitted and posted on the NELAC Website by November 5, 1999 for review and discussion at the Fifth NELAC Interim Meeting.

It was suggested that the Field Activities Committee, once it is convened, consider establishing a subcommittee on source emissions standards. Toxicologists and risk assessors are most interested in accreditation of laboratories which quantify soil and air emissions at or near former industrial sites where schools may be built.

**Outreach and Communications**

Names of pertinent American Society for Testing & Materials (ASTM) committees and their chairs will be provided to Dr. Simmons by Mr. Bivins. Committee members were asked to send Dr. Simmons information on any other contacts or organizations that may be interested in NELAC and the Field Activities Committee.

**Environmental Measurement Center (EMC) Website**

The U.S. Environmental Protection Agency's (USEPA) EMC's web page now has a side bar entry, "Accreditation of Source Testing," that will take users to NELAC and field activities committee information. The Website address is <http://www.epa.gov/ttn/emc/> and Mr. Bivins is listed as the contact person. He has already received several comments from States who have accessed the site.

## **Comments on Air Analysis Standard**

Mr. Bivins and Mr. Jerry Parr of the Environmental Laboratory Advisory Board (ELAB), have exchanged messages regarding review of the Quality System Committee's Air Analysis Standard. Both agreed on the need for more input from the public and other stakeholders and more time should be allotted for review. Special attention needs to be given to Department of Defense (DOD) comments when they are received. It was suggested that Ms. Jackie Sample be invited to participate in the next Field Measurements Committee meeting.

## **Revision and Review of "White Paper"**

Dr. Simmons reviewed and revised the "white paper" once more in light of the Army Corps of Engineers paper. The revised paper will be sent to ELAB and to the NELAC Board of Directors. Dr. Simmons will ask that a discussion of the paper and other field measurements issues be put on both the ELAB and NELAC Board's agenda for the Interim Meeting. Journal publication of the "white paper" was suggested.

## **Outline of Field Activities Standard**

Dr. Simmons agreed to update the overall outline of the Field Activities Standard. He will prioritize the times and expects to include source emissions, soil gas, and ambient air standards. A packet of materials for the Field Activities Committee will also be prepared by Dr. Simmons. It will include the survey done a few years ago, the "white paper," the draft standards, the outline, a list of priorities, and a list of contacts.

## **European Standards**

Mr. Bivins found no new material on European standards but did find standards of the Australian National Association of Testing Authorities. Information is available on the Internet at web site [www.nata.asn.au](http://www.nata.asn.au). It is expected that ISO standard 17025 will be approved soon and will be available in mid-September. Committee members were asked to review it.

## **Definition of "Temporary Laboratory"**

Mr. Bivins and Mr. Hosenfeld discussed the characteristics of permanent, temporary, and mobile laboratories. A table was created that lists the type of laboratory, its components, its function, and the scope of accreditation. The committee was asked to review the table and send comments to Mr. Bivins before the next meeting.

## **Recommendations to new Field Activities Committee**

A packet of information, including a list of recommended actions for the new Field Activities Committee, will be assembled by Dr. Simmons. One recommendation will be to ask the NELAC chair to create a subcommittee to further develop the source emissions standards.

## **Nominations for Field Activities Committee**

Several nominations for the Field Activities Committee have been received. Nominations may be made by completing the nomination form on the NELAC Website and submitting it to Carolyn Cross-Talbert. Nominations need to be made by early September.

## **OTHER BUSINESS**

Dr. Simmons reviewed the deadlines for preparation for the Interim Meeting. The proposed, draft changes to standards are due to USEPA's support contractor on November 5, 1999. Final committee agendas are due November 12, 1999 to Fred Siegelman, USEPA.

The Field Activities Committee is scheduled to meet on the afternoon of December 14<sup>th</sup> from 1 p.m. to 5 p.m. It was recommended that Dr. Simmons ask for additional meeting time on December 15<sup>th</sup>. An all day meeting is preferred as it would allow members of other committees (i.e., Quality Systems) to attend.

## **NEXT MEETING**

The next meeting by teleconference is tentatively scheduled for Wednesday, September 29, 1999, from 1 p.m. to 3 p.m. EDT and members of the new Field Activities Committee may be invited to participate.

**ACTION ITEMS  
FIELD MEASUREMENTS COMMITTEE MEETING  
AUGUST 24, 1999**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Send first drafts of Field Activities Committee standards out for review (Hosenfeld)	September 10 and continuing
2.	Request additional meeting time for the Field Activities Committee at Interim Meeting, December 15, 1999 (Simmons)	September 29
3.	Add ASTM and other contacts to outreach list (Bivins; all)	September 29
4.	Invite Ms. Sample (DOD) to next teleconference (Simmons)	Prior to Sept. 29
5.	Send revised "white paper" to ELAB and NELAC Board (Simmons)	Prior to Sept. 29
6.	Ask that topics concerning Field Measurements and Field Activities Committees be placed on ELAB and NELAC agendas for Interim Meeting (Simmons)	Prior to Sept. 29
7.	Update overall outline of Field Activities Standards. Prioritize steps of standards development. (Simmons)	Prior to Sept. 29
8.	Compile list of material to present to new Field Activities Committee; compile list of recommended actions (Simmons)	Prior to Sept. 29
9.	Review ISO standard 17025 when it's available (committee)	---
10.	Review table describing permanent, temporary, and mobile laboratories. Comments to D. Bivins (committee)	Prior to Sept. 29
11.	Consult NELAC Board regarding timing for selection, appointment of Field Activities Committee members (Simmons)	Prior to Sept. 29
12.	Solicit further nominations for Field Activities standing committee and submit to C. Cross-Talbert (committee, others)	by September 1

**PARTICIPANTS**  
**FIELD MEASUREMENTS COMMITTEE MEETING**  
**AUGUST 24, 1999**

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